

Selectmen's Meeting Minutes

February 11, 2019

8:20 PM Staff Meeting

Police Department – Chief Furlong

- The SAU wants to designate no parking on Harwood Road from the Stop sign back. The current ordinance already designates no parking either side of Harwood Rd. from the stop sign to Route 13; we could amend the ordinance to say “No Parking on either side of Harwood Road”, although I believe you need a public hearing for that.

Esposito asked if parking in the dirt was still a problem and was told yes.

- The Department is making a change from Verizon to AT&T for their air cards and cell phones. They let us try their service and it had way better coverage. It will also reduce our monthly cost. The installation will cost \$5,000, but they are going to give us a \$500 credit to cover that. It also includes a new cell phone for at the transfer station that Ben agreed to try.
- Jason Johnson passed his physical fitness test at the academy.
- Conducted an unannounced lock-down drill at MVVS.
- It has been a very busy month as far as major events; we are investigating 3 sexual assaults right now.

Library – Bonnie Angulas

- Hired Madison Safer for our library assistant contingent on her background check.

Furlong said that we should have a process adopted into the Town Employee Handbook.

- We will be updating all of our policies this year.
- We are celebrating “Love Your Library Month”.
- Lap sit and Story Time had an increase in attendance; there are a lot of new families in Town.
- The Friends of the library will hold a bake sale on Election Day.

Fire Department – Chief Wilson

- January was an active month. I got a call from the Milford Fire Chief thanking us for our participation at a structure fire.
- Calls and hours are up over last year.
- All equipment is in service. Inspections start soon.
- The Ford Expedition needs \$3,000 to \$4,000 worth of work so we decided to pass on it. It needs body work, rocker panels and brakes – it is fragile and not worth putting the money into.

Roberge: What are you looking to do with it?

Furlong: They go to auction at the White Farm in Concord.

- What is going on with the web Site? Is it being updated – has there been any discussion regarding it?

Quinlan: No

DPW – Ben Crosby

- I have a potential candidate; he already passed the drug test and I am waiting for his background check to come back.

Furlong: When you submit the criminal records check you only get convictions – not arrests or complaints. What we do is we contact the jurisdiction in which they reside to see if there is anything on their record.

Randy Wilson: Most places will do the background check before the medical.

- The dirt roads have been freezing and thawing; you fix a spot and it comes right back. It can be the same spot or not, but we may need to post the roads early this year.
- Need to have a public hearing on the 4-way stop on Purgatory Road.
- The crew is getting a little worn and we are still looking for a part-timer for the transfer station.
- Buzz has been sick and in the hospital; don't know if he will be in on Tuesday for the storm, we may need to shut the transfer station down for the day.

8:50 End of Staff Meeting

The Board spoke with Crosby about the fees charged at our transfer station. It is decided to revamp our fee schedule and to start charging for items that we get charged to dispose of. Most towns charge for white goods and things like mattresses, and we haven't yet. Even a small charge would help defray the cost to the Town.

Crosby also said that the propane company will no longer take the 100 lb. tanks.

Nothing was specifically decided.

The Board:

- Reviewed and signed checks and manifest.
- Reviewed and signed the comcast contract to add a line at the highway garage for the alarm systems.
- Reviewed and signed a request from Eversource to Manage Vegetation near 27 Frankestown TnPk.
- Reviewed and signed an abatement for excess timber tax. Logger made an error on the Report of Cut.
- Reviewed minutes of February 4th. Esposito motioned, seconded by Roberge to accept the minutes of February 4, 2019 as amended. All in favor.

9:00 PM Access of Town Files

Roberge: I got an email that said that the office was broken into and there was an attempt to access the secretary's computer and had accessed the locked filing cabinets. So, I don't know what we plan to do about that. Did we contact the police, was there an investigation? I just got that email.

Quinlan: That's all I got.

Esposito: That's all I got too.

Brown: I came in the office and I found that the payroll cabinet was unlocked, it was the only one unlocked, and the payroll draw was ajar. I also sat down at my computer and instead of being able to enter "Alt, Ctrl, Del" and my password, it said "Alternate User" like someone had tried to log in to my computer. I assume that they weren't able to get into anything since everything is passworded, but I don't know that for sure.

Quinlan: The doors were all locked?

Brown: No, all the inside doors were open; that's the night that the pipes had frozen so the inside doors were open to allow heat to circulate.

Quinlan: What day was that?

Brown: I called you right away Chief – do you know?

Furlong: It was the 31st. Laurie called me to ask if any of the cameras installed at the PD pointed over toward the Town Hall. I told her that they do not and then I asked why and she told me that someone had accessed the office.

Brown: I also called Sue Leger because she was in as Tax Collector that night; she said that no one had been in. Then I called Kim who said she had been in for a few minutes, and Sue called me back to say that Kim had been in for a few minutes.

Roberge: You emailed me and I called you, not the other way around.

Brown: That is true.

Roberge: We have not yet received our minutes on it, but we had a special meeting on the 8th and I guess there was a police officer here. Was he here in regards to this?

Quinlan: No, he just happened to stop by.

Furlong: He wasn't requested, he saw the posting of the meeting and thought he would sit in.

Roberge: What is your recommendation? I think Mr. Quinlan stated that only 4 people have keys I think it is many more than that. (She listed several departments and positions)

Brown: Most of those people do not have any keys, some of those people have a key to the meeting room and a very few of them have office keys.

Roberge: So, if they have keys to the meeting room, on that night the office was open to all.

Brown: Yes, that is true.

Roberge: I guess that concerns me.

Furlong: Through my conversation with Laurie, I didn't take that call to be a report of criminal activity so nothing further was done. Weren't the locks changed last year or the year before, and each department was issued only one key?

Brown: Yes, that is true.

Roberge: I think 2 of the Trustees of Trust Funds that have keys.

Brown: I believe only Eileen has a key.

Roberge: I believe Karen also has a key to get in to their computer.

Brown: I guess I would have to look at the sign out sheet.

Furlong: What I'm saying is that I'm not seeing a criminal act of breaking into the building; more like an internal issue.

Roberge: Or someone that has a key. What are your thoughts on re-keying the building?

Furlong: We just did that.

Roberge: Besides doing that?

Furlong: We installed video surveillance for around \$400. That is doable - we installed it ourselves.

Roberge: When I was in here with Joan on Friday, one of the discussions was that when she is in here on Friday and the office is not open to the public, should she be locking herself in? She said she has the panic button to address that. I'm not sure how effective that is, and we have issues with the back-corner door anyway. It does not really allow access (just into the furnace room) but that there is cold air pouring in there. This is the first time that the toilets had frozen up solid since she has been here.

Brown: The sinks have frozen before, not sure about the toilets.

Esposito: The long and the short of it is that someone came in and opened up the file cabinet; found the keys in Laurie's desk and opened up the payroll files. Maybe tried to access the computer.

Roberge: The concern on that is that, that is people's Social Security numbers.

Esposito: All those records are public records are public records, but you need to go through Laurie to access them, (not the SS #'s) or permission from the Board.

Furlong: Is the Board looking for a recommendation, or a criminal investigation into who may have accessed the information?

Quinlan: The fact that the office doors were open because of the heat issue makes it too broad to govern.

Esposito: Obviously a video camera would work, but...

Roberge: And it may also give piece of mind to the tax collector who is here by herself.

Furlong: Relative to the panic button that goes down to dispatch, I don't appreciate the comment that we don't know if they work, because we test those buttons monthly. I know that the Joint Loss Management Committee has continuously made recommendations to that office that have come to no avail, it has been suggested that there be a barrier between the public and the office and I was told that they don't want the barrier there. Having a barrier in addition to the panic buttons, in addition to surveillance cameras would be a benefit.

Esposito: So, you recommend a surveillance camera?

Furlong: It would be easy and less than \$400. The one we installed comes with remote access, can be motion activated or continuous record.

Roberge: I don't believe I've read a Joint Loss Management report.

Furlong: No report, we are required to meet quarterly, Jack is the Selectmen's Representative on that committee. It's made up of Jack, myself, Mark Butcher from DPW, and Rick Crocker from the Fire Department.

Roberge: I sent an email to Laurie regarding setting up a more streamlined budget process for getting more information sooner on the warrant articles and town budget. It helps forming agendas and may keep some things from falling off the bottom.

Quinlan: We need to set an agenda for the space of time between now and Town Meeting. I'm going to be missing the 25th and the 4th. Three meetings before Town Meeting. Public hearing on the Fire Truck on the 25th.

What do you think we want to cover on the 25th?

Esposito: What do we have that is open?

Quinlan: Let's think about that and come to the next meeting with a plan.

Roberge: Have we thought about what we are going to do as the next step regarding the people that haven't responded to the Junk Yard letters?

Quinlan: I thought we'd wait until after Town Meeting. Wait until April; the snow will be gone and we will send out warrants and checking out what people actually have in their yards.

Brown: I received an email from the Town Clerk that says; after thinking about letting the Supervisors have free reign in my office, I have changed my mind. It makes no sense for me to have to put all my paperwork away every day on the off chance that they may come in. It is reasonable for them to come in when I'm open, I will put a table in the old kitchen so they can have some privacy.

Quinlan: Do they answer to her at all, or do they just work together?

Brown: As far as I know, they do not answer to her. They answer either to the Moderator or the Attorney General.

Roberge: Does their stuff need to be kept in her office?

Brown: I think they may share stuff. Not sure.

Roberge: Could they keep their stuff in the old welfare office, or is there welfare stuff in there?

Brown: There are old welfare records in there.

Quinlan: Can't we hand this over to the Moderator and have him get these people together?

Esposito: This is a carryover from the previous Town Clerk; she used to do everything for them, Belinda doesn't.

Roberge: I don't think having to put her stuff away is a big deal, [Laurie] you have to put your stuff away...

Brown: All of her stuff is confidential, it's not like over here where everything is public info. There are large quantities of things that would need to be locked up. She asked Ben to install a lock on the kitchen cabinet.

Esposito: I will stop in and see her tomorrow morning.

Roberge: You can at least see what needs locking up; I would hate to side with either one. She was ok with it when she was here, I don't know what the reverse 180 is.

Brown: She is also saying that if they refuse to submit their hours as they work, she needs them to keep a log so that she knows how many hours are being used for budgeting purposes.

Board reviewed and signed the contract for General Assessing for the year 2019.
Board reviewed and signed the contract for the final year for the cyclical revaluation.

Brown: After the meeting on February 4, 2019, I bought a recorder for the minutes so that I won't miss anything. I still won't be doing them verbatim because I think that is counterproductive, but will use the recording to make sure I haven't missed anything substantial. Is that ok with the Board?

Eposito: It's ok with me.

Quinlan: It's ok.

Roberge: The good thing about it is that you take notes in your notebook and the recording is just a back-up.

Roberge: Budget line item #458320 Patriotic Purposes – I think we should ask them for an itemized back-up. Eileen said that they presented to the Trustees with some sort of plan requesting \$3000 from them so, it is the Selectmen's budget.

Brown: The break-down he gave me is \$3200 for brick and stone placement, regrading of lot, reseeding, resetting of stones, walkway pulled up and put back down.

Eposito: Eileen stood up last year and stated that there is money in a trust that they can use for some of that.

Roberge: To wrap up; I didn't believe unless they were going into a capital reserve fund or a non-lapsing warrant article, or a lease or bond, the Selectmen do not have to vote on.

Brown: Anything with money the Selectmen vote to support or not.

Roberge: I thought we discussed on the 4th an engineered review or a plan for the Carleton Pond project. I believe that tonight Joanne only mentioned Mr. Trombly and did not mention Mr. Davidson at all. The question of will it take care of more rain next year. I know it needs to be done, but the continues to be that we are putting money into something that we are not really sure will take care of the problem.

Quinlan: I have been told that Bill Davidson approved what they are proposing.

Roberge: I would be ok with him reviewing the plan and not necessarily signing it, but agreeing to this plan of action.

Roberge: I thought Dan Hastings would have something about these chimneys to me today, but I haven't received anything yet. I will reach out again.

Roberge: I was not aware of the other issues in the back room; the door is all rotten and it is all open. If we are looking to facilitate the budget committees request, we should be adding this to the list of repairs needed now.

Roberge: The only thing I have left, from a budget point of view, is the question that Bill McKinney did not have the answer to is 419110 Administrative Assistant hours.

Brown: 6.44 hours/week for Joan. It includes 5 hours / week in the office plus time for meetings.

Board Votes on Warrants:

#2 Lease/Purchase new fire truck.

Board unanimously does not support.

#3 Town Clerk Salary

Board unanimously does not support.

#4 Reconstruction Carleton Pond and Park

Board unanimously supports.

#5 Additional Library Site Assessment w/changes made.

Board unanimously supports.

#6 Library Capital Reserve

Board unanimously supports.

#7 Repair & Maint. to Town Buildings

Board unanimously supports.

#8 Fire Truck Capital Reserve

Board unanimously does not support.

#9 Highway Block Grant

Board unanimously supports.

#10 Operating Budget

Board unanimously supports.

9:50 pm As there was no further business before the Board, Eposito motioned, seconded by Roberge to adjourn. All in favor.

Respectfully Submitted,
Laurie Brown

